



## **Office of the State's Attorney for Baltimore City**

### **Paralegal – District Drug Treatment Court (Grant Position)**

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The Office of the State's Attorney for Baltimore City seeks candidates for a grant funded paralegal position to provide support services to attorneys handling Drug Treatment Court in the District Court of Maryland. This position will be located at the District Courthouse located at 5800 Wabash Avenue, Baltimore, Md.

The paralegal responsible for the administrative management of the Drug Treatment Court Program (DTC). Tasks associated with this position include but are not limited to:

1. Conduct initial review of defendant's eligibility for DTC and coordinate with Assistant State's Attorneys to enter eligible defendants into DTC.
2. Screen and interview potential candidates (defendants) for the program.
3. Coordinate with the various agencies associated with DTC.
4. Organize and coordinate all DTC eligibility requests
5. Schedule Assessments with the Department of Parole and Probation.
6. Schedule and prepare daily dockets, which include coordinating with the DTC court clerk, the probation agents assigned to each case, the acupuncture program, and transitional housing treatment centers.
7. Serve as a courtroom liaison: retrieve court files, check the jail list against the docket, and make phone calls to probation agents and treatment centers to obtain information to assure the docket moves smoothly.
8. Provide assistance to participants with miscellaneous problems during their treatments recognizing that it could mean the success or failure of their recovery.

#### **Qualifications:**

Applicants must demonstrate prior paralegal experience. Applicants should possess excellent organizational and communication skills, be able to meet deadlines and be proficient with Microsoft Word, Excel and Outlook. Applicants should also possess the ability to work in a high volume environment. Selected candidates will be subject to drug and alcohol testing and a criminal background check before starting employment.

#### **Compensation:**

This is a grant funded position based on an annual salary of \$44,858. Benefits are associated with this position.

#### **To Apply:**

Interested persons should email cover letter, resume and transcript to [resume@stattorney.org](mailto:resume@stattorney.org) by the close of business Friday May 20, 2016. Consideration of resumes will begin immediately. Please use "Paralegal –Drug Treatment Court" as the subject reference of your email and cover letter. Documents must be in pdf or Word format.

Applicants who submitted applications for prior positions must submit a new application for this position. All positions with the Office of the State's Attorney are at-will positions with no civil service protection. **Applicants should have no expectation that the paralegal position will lead to a position as an Assistant State's Attorney.**

***THE OFFICE OF THE STATE'S ATTORNEY IS AN EQUAL OPPORTUNITY EMPLOYER.***